United Nations A/AC.172/2018/1

General Assembly

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Committee on Conferences
Substantive session of 2018
4–10 September 2018

Agenda and programme of work for 2018

The agenda for the substantive session of 2018 of the Committee on Conferences was approved by the Committee at its organizational session, on 23 April 2018, on the basis of an annotated provisional agenda proposed by the Secretariat (see A/AC.172/2018/L.1, annex). Subsequently, the report of the Secretary-General on the pattern of conferences (A/73/__) was to be issued with a strategically oriented and streamlined structure. An agenda for the substantive session is accordingly issued in the present document for approval by the Committee.

All matters pertaining to conference management and regularly reported under the agenda item "Pattern of conferences" are included in one consolidated report. Statistical and other relevant data are presented as information supplementary to the report. At its organizational session, the Committee also decided, as it had in previous years, to include in its programme of work for the year informal briefings by the Secretariat on issues related to conference management that are of interest to the Member States. In preparation for the substantive session, a briefing by the Secretariat is proposed for 29 August 2018. Other briefings may be scheduled at the request of Member States.

At its organizational session, the Committee also reconfirmed the dates for its substantive session, to be held from Tuesday, 4 September, to Monday, 10 September 2018. The programme of work will follow the same pattern as in previous years: the Committee will meet formally on 4 and 5 September and will hold informal consultations on 6 and 7 September as required, before concluding its work on 10 September.

Agenda

1. Adoption of the agenda and other organizational matters.
2. Meetings management:
   (a) Adoption of the draft revised calendar of conferences and meetings of the United Nations for 2019;
   (b) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;

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(c) Intersessional departures;

(d) Utilization of conference-servicing resources by United Nations organs;

(e) Provision of interpretation services to meetings of regional and other major groupings of Member States;

(f) Utilization of the conference centre at the Economic Commission for Africa.

3. Documents management:

(a) Timely submission, processing and issuance of documents;

(b) Simultaneous distribution;

(c) Digitization and uploading of important older United Nations documents.

4. Staffing.

5. Facilities and accessibility:

(a) Use of United Nations premises;

(b) Accessibility.

6. Measuring the quality of conference services.

7. Organization of work.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2019.

Annotations

1. Adoption of the agenda and other organizational matters

2. Meetings management

(a) Adoption of the draft revised calendar of conferences and meetings of the United Nations for 2019

The draft revised calendar of conferences and meetings of the United Nations for 2019 has been prepared pursuant to section I of General Assembly resolution 72/19 on the pattern of conferences.

Documentation

Calendar of conferences and meetings of the United Nations for 2018 and 2019 (A/AC.172/2018/2)

Draft revised calendar of conferences and meetings of the United Nations for 2019 (A/AC.172/2018/L.2) (to be issued)

(b) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

The Secretariat has reported on requests received pursuant to paragraph 15 of General Assembly resolution 47/202 A and section I, paragraph 7, of resolution 40/243, for action by the Committee, in the report of the Secretary-General on the pattern of conferences (A/73/__).

Documentation: Letter from the Chair of the Committee on Conferences to the President of the seventy-third session of the General Assembly (A/73/__)

(c) Intersessional departures

The Secretariat has compiled a list of requests for intersessional departures from the approved calendar of conferences and meetings for 2018, together with information on the action taken by the Committee.

(d) Utilization of conference-servicing resources by United Nations organs

The Secretariat has reported on the matter, pursuant to paragraphs 14 to 23 of resolution 72/19, in the report of the Secretary-General.

Documentation: Statistical data and analysis of the programmed and actual utilization of conference-servicing resources allocated to calendar bodies at all four duty stations are available to the Committee as supplementary information.

(e) Provision of interpretation services to meetings of regional and other major groupings of Member States

The Secretariat has reported on the matter, pursuant to paragraphs 24 to 26 of resolution 72/19, in the report of the Secretary-General.

(f) Utilization of the conference centre at the Economic Commission for Africa

The Secretariat has reported on the matter, pursuant to paragraph 27 of resolution 72/19, in the report of the Secretary-General.

3. Documents management

(a) Timely submission, processing and issuance of documents

The Secretariat has reported on the matter, pursuant to paragraphs 51 to 54, 56 to 59, 63 to 66, 70 and 71 of resolution 72/19, in the report of the Secretary-General.

(b) Simultaneous distribution

The Secretariat has reported on the matter, pursuant to paragraphs 55, 61 and 62 of resolution 72/19, in the report of the Secretary-General.

(c) Digitization and uploading of important older United Nations documents

The Secretariat has reported on the matter, pursuant to paragraphs 74 to 81 of resolution 72/19, in the report of the Secretary-General.

4. Staffing

The Secretariat has reported on the matter, pursuant to paragraphs 88 to 90 and 96 to 100 of resolution 72/19, in the report of the Secretary-General.

5. Facilities and accessibility

(a) Use of United Nations premises

The Secretariat has reported on the matter, pursuant to paragraphs 12 and 13 of resolution 72/19, in the report of the Secretary-General.

(b) Accessibility

The Secretariat has reported on the matter, pursuant to paragraph 31 of resolution 72/19, in the report of the Secretary-General.

6. Measuring the quality of conference services

The Secretariat has reported on the matter, pursuant to paragraphs 37 to 42 and 104 to 106 of resolution 72/19, in the report of the Secretary-General.

7. Organization of work

In section II.A, paragraph 20, of its resolution 57/283 B, the General Assembly encouraged the Committee to keep under continued review the procedures for the participation of observers in the work of the Committee.

8. Adoption of the report and proposed dates for the organizational and substantive sessions in 2019

The Committee will adopt its draft report for 2018 and the draft resolution on the pattern of conferences for recommendation to the General Assembly at its seventy-third session. The Committee will approve the dates proposed for its organizational and substantive sessions in 2019.